

Student Gymnasium Exam Rules

- Exam Distribution:** All exam materials (exam, answer booklet, Scantron sheet, etc.) will be placed by proctors face up on the students' desks before students are allowed into the gym.
- Student Attendance:** Attendance will be taken by proctors for all classes by asking students to sign in (initials) on a class list while the exam is in progress. **Students are not to walk into or out of the gym with any papers in their hands.**
- Student Late Arrival:** A student arriving late will be admitted for the exam, but will not be given extra time to complete the exam.
- Student Questions:** Proctors are allowed to answer only procedural questions about the exam. Proctors will distribute extra paper and supply Kleenex as needed.
- Talking During Exam:** A student talking to another student during the exam will have his/her exam taken away and be asked to wait in the office until an administrator is available.
- Getting Out of Seat During Exam:** Absolutely no getting out of seat or leaving the room during the 1.5-hour exam period without proctor permission (including bathroom breaks) and escort.
- Exam Completion:** If a student completes the exam before the exam period is over, the student must wait quietly until the first release time or the entire exam period is finished when all students are dismissed.
- Exam Collection:** Students are released at the end of the exam period by proctors as they walk between rows and student exams are deposited in an exam box specifically labeled for that exam row. **Students are not to walk into or out of the gym with any papers in their hands.**
- Materials Required:**
Only pens, pencils, erasers carried in or stored in a clear ziplock bag and other exam materials distributed by the proctors will be allowed at the student desk during the exam. **We will NOT be providing any extra pens or pencils in the gym testing.**
- If a calculator is required for the exam the teacher will provide instructions about clearing the memory and proctors will clear the calculator memories prior to the start of the exam.
- Materials Banned:**
Absolutely no cell phones, pagers, or other electronic communication devices will be allowed in the gym. Students with cell phones, take them to your lockers. We will start the exam without you and you will lose the time it takes you to go to your locker and back. If you keep your cell phone and it goes off during the exam or we see the cellphone in your pocket, you will be asked to leave the exam setting and risk earning a zero on the semester exam.
- Absolutely no** food or drink (including water) will be allowed in the gym.
- Absolutely no** pencil bags/boxes, backpacks, purses, coats, or hats will be allowed in the gym.